

North West - Buckley | Dodworth | Emmanuel | Higham | Kexborough
North East – Brierley | Hemsworth | Monk Bretton | Ryhill | Staincross
South – Darfield Wesley | Great Houghton | Hoyland & Birdwell | Pilley | Wombwell

Barnsley Methodist Circuit Hybrid Working Policy

Lone Working Policy

The North West Methodist Church is committed to providing a safe environment for everyone. This policy lays out the responsibilities with regard to working alone in the building or grounds. The risk assessment is to be reviewed annually or more frequently if there is any incident involving someone working alone.

Introduction

At times, many church staff & volunteers will be in situations where they are a 'lone worker'. The recommendations below try to be realistic about what can and cannot be put in place. Whilst it must be recognised that the Church does not have the structure associated with a large business, its aims to be a good employer, concerned about the safety of employees including volunteers.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees and volunteers have responsibilities to take reasonable care of themselves and other people affected by their work.

What is a lone worker

A lone worker can be described as someone who is the only person on the premises within our chapels (eg: the person doing the flowers, cleaner, caretaker) or someone who is alone on a different floor (eg: Emmanuel is a 3 floor chapel).

A pastoral visitor may also be a lone worker as they are visiting other people's houses.

Aims of the Policy

The aim of the policy is to:

- Increase the awareness of safety issues relating to lone working.

- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate support is available to all that equips them to recognise risk and provides practical advice on safety when working alone.
- Encourage full reporting and recording of all adverse incidents relating to lone working.
- Reduce the number of incidents and injuries to volunteers related to lone working.

Church council's responsibilities

- Identify staff and volunteers who are lone workers.
- Inform staff and volunteers of their responsibilities under the Lone Working Policy.
- Ensure all new staff and volunteers are aware of Lone Working protocols.
- Ensure that a risk assessment has been completed and documented and is regularly reviewed. A formal Risk Assessment is needed for lay workers and Presbyters.
- Put procedures in place which are designed to eliminate or reduce the risks associated with Lone Working.
- Define limits of what cannot be done while working alone.
- Ensure that staff and volunteers identified as being at risk are given appropriate information, instruction and training.

Staff and Volunteer Responsibilities

- It is the responsibility of all volunteers to take care of themselves.
- They should never knowingly put themselves at risk.
- Ensure they read, understand and comply with the Lone Working policy.
- Participate in the risk assessment process to reduce the risk associated with lone working. Any incidents should be recorded in the accident book kept in the office.

See accompanying *Risk Assessment* – this should be discussed with any lone worker & updated, altered & re-assessed for the individual chapels & individual lone workers.

Good Practice for Lone Workers

- All employees and volunteers leaving the workplace (or home) to undertake work-related tasks alone should consider leaving details of where they are going and their estimated time of arrival back at base (a Buddy System).
- When arranging one-to-one meetings, employees and volunteers should consider whether contact could take place in an environment where confidentiality could be maintained but others would be in the vicinity.
- Consider carrying a personal shriek alarm.
- Stay 'streetwise' & vigilant, taking note what is going on around you.
- Lone workers should have access to adequate first-aid facilities.

- Lone workers should take a mobile phone and other personal safety equipment where this is necessary. Ensure the mobile phone is turned up & fully charged.
- Pastoral visitors should speak to their Safeguarding Officer about anybody they don't know – this will ensure they are not put at risk or alternatively meet them in a more public place, preferably with someone else present.

Risk Assessments

The current risk assessment is attached, and forms part of this policy.

Who to contact in emergency?

Each chapel to display emergency contact details eg: fire, police, caretaker, rentals / booking co-ordinator, minister, safeguarding officer

Lone Working Risk Assessment

Use this to assess your environment, and your working practices, as well as for an instant assessment of a situation